

# G.A.T.S. v.4

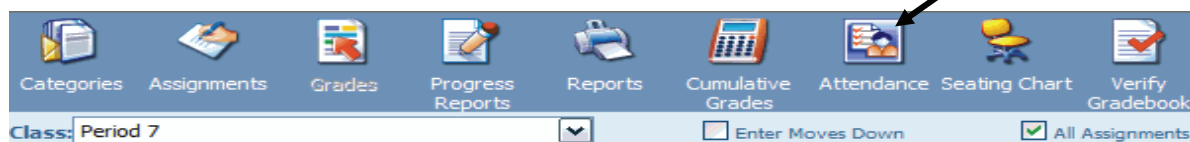
Gradebook and Attendance Tracking System

## Mass Activation And Student Enrollment



# Mass Activation/Student Enrollment and Attendance

1. Login to the Gradebook
2. Click the Attendance Icon from the GATS Student Roster Screen



3. From the Attendance Screen, student's names will appear on the roster and there will be two codes listed to the right of the names on the first day of school. Those codes include the following

**NS** - Not Enrolled

**E** - Enrolled

All students will be listed as **NS**.

4. Mark students with an **E** (Enrolled) on the first day they are **physically present in YOUR room**. A student can only be enrolled **ONE** time by **ONE** teacher on your campus. Once a secondary student is enrolled by a teacher, the E code will be grayed out for **ALL** other classes. If, for example, a student is in your 5th period class but has **NOT** been enrolled, then simply click on the E and enroll the student during the period the student is physically present. **Reminder: On the students first day of school, he/she can ONLY be ENROLLED ONE time.**

Attendance				
Student	Code	E	NS	
Brunelle, Ronald	535678	<input type="radio"/>	<input type="radio"/>	
Burch, Joseph	547331	<input type="radio"/>	<input type="radio"/>	
Cress, Angela	534017	<input type="radio"/>	<input type="radio"/>	
Jordan, Lloyd	569160	<input type="radio"/>	<input type="radio"/>	
Keely, Daniel	563385	<input type="radio"/>	<input type="radio"/>	
Kersey, Douglas	548175	<input type="radio"/>	<input type="radio"/>	
Lathan, Tony	563447	<input type="radio"/>	<input type="radio"/>	
Leclerc, Mildred	546416	<input type="radio"/>	<input type="radio"/>	
Litwin, Raymond	536493	<input type="radio"/>	<input type="radio"/>	
Love, Michael	560024	<input type="radio"/>	<input type="radio"/>	
Myers, Michael	560077	<input type="radio"/>	<input type="radio"/>	
Polous, James	533459	<input type="radio"/>	<input type="radio"/>	
Velez, Castillo	575415	<input type="radio"/>	<input type="radio"/>	
Waren, Sandra	567809	<input type="radio"/>	<input type="radio"/>	
Wood, William	545082	<input type="radio"/>	<input type="radio"/>	

Total Students:15

Note to attendance clerk:

Sylvia Gomez in class  
John Hopkins in class

5. If you have students present that do **NOT** appear on the roster, type in the students' full name and the notation "in class" in the box labeled "Note to attendance clerk:". (see example) This will alert the clerk to follow up with the counselor and check documents pending entry to correct the students' schedules.
6. Once you have marked students with the label "E" for "Enrolled" and typed in the missing names into the Notes section, **verify that all students are enrolled correctly**, then click "**Submit**".

7. You will be asked if you are sure you are ready to Submit. Click **YES**

## Student Enrolled Incorrectly

If you accidentally enroll a student, you **MUST NOTIFY** the Attendance/Data Clerk formally in **WRITING** as soon as the error is discovered.

**The document must contain:**

- statement "This student was enrolled in error, please correct."
- Include the teacher's name, grade level, name of the student enrolled incorrectly, teacher's signature and the date.

## Students Enrolled

- Student's names that appear on the roster, but are **not** in class will remain marked with the NS code. Should students appear in class on the following day or subsequent days, you will mark them with the **E** on the first day they are physically present in your room.
- The **E** and **NS** codes will appear on the Attendance Screen for the **first two weeks** of school. **The E, NS codes columns, and students NOT enrolled will be removed from your roster at the beginning of Week 3.**

### Day 2– Enrolled Students

Once a student has been enrolled, **you will begin to take attendance** for those students on the **day following** their enrollment date.

- The day **AFTER** a student has been enrolled, the you will begin to see additional codes appear on the Attendance screen. **Present (P), Absent (A), Tardy (T), and Left Early (L).** **Reminder**—Left Early (L) is to be used by Elementary Teachers ONLY and marked at period 3. Period 3 entries should be submitted at the **end** of the school day. A **Left Early** entry is **equivalent** to a **TARDY**. (Please remind parents)
- Students still showing the NS code can **ONLY** be Enrolled (**E**). Students can only be enrolled **ONE** time. Once a student is enrolled, the area is grayed out.
- Students who have previously been enrolled (marked with **E**) can now be marked as Absent (**A**) or Tardy (**T**). The attendance default for all enrolled students is Present (**P**).
- The Official ADA attendance for Period 2
  - MUST** be submitted at 10:00 a.m.
  - should **NOT** be submitted BEFORE 9:50.
  - closes at 10:30 a.m.

If attendance is NOT taken before 10:30 a.m., you will need to take attendance manually and the attendance clerk will post your attendance in iTCES. **This should NOT become a habit.**

Student	Code	Present	A	T	NS
Abrahamsson, Alfreda		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arviragus, Cordelia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asandwich, Bryshaun		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banazir, Aragorn		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bernardssen, Benedikta		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biondello, Baptista		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bluebeard, Boris		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cordova, Bardolph		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dogberry, Quindarius		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draylen, Brezanae		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gentry, Shaquille		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gransaul, Boyet		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handbasket, J'vearean		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jones, Aushanique		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legolas, Gollum		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Codes	Description
A	Absent
T	Tardy
U	Unexcused
X	Extracurricular
M	Medical
R	Religion